

## 1. Introduction

Autocraft Solutions Group expects all its employees to present a professional image and dress appropriately when at work or when representing the Company.

There are some areas, functions, and roles within the Company where the wearing of Company-issued workwear is mandatory.

This policy does form part of terms and conditions of employment and may be reviewed and updated at any time without notice. Any changes will be communicated as appropriate.

## 2. Scope

This policy applies to all Autocraft Solutions Group employees.

## 3. Aims

This policy aims to provide rules and guidance on what clothing is mandatory within certain departments, what clothing is acceptable and what is not acceptable within our workplaces, whilst still respecting individual diversity by providing the element of choice.

## 4. Health and Safety

Autocraft Solutions Group is committed to the health, safety, and wellbeing of its employees and as such, the contents of this policy do not preclude or override the requirement to wear personal protective equipment (PPE) when entering those areas of the site where it is mandatory, or when given instruction by Management or a member of the Health and Safety team.

## 5. Personal Protective Equipment (PPE)

Where required by the nature of your role, personal protective equipment (PPE) will, if determined by a risk assessment, be provided, and **MUST** be worn at all appropriate times. Failure to do so will be considered a breach of your health and safety obligations and may result in disciplinary action, which may include sanctions up to and including summary dismissal.

Once issued with your PPE it is your responsibility to ensure it is kept in a suitable condition, maintained, and readily available for use. Should you present yourself for work without the necessary PPE, you will **NOT** be permitted to start work until you have obtained the correct PPE. In these circumstances, you will not be paid for the duration of any absence from work.

## 6. Company Workwear

It is **mandatory** for employees that predominantly work on the Shop Floor to wear Company-issued workwear. These areas include Production, Maintenance, Engineering, Quality, and R & D (Research & Development). Employees that work in these areas will be issued with:

### Production/Maintenance

- 5 polo shirts
- 5 T-shirts
- 2 pairs of work trousers
- 2 sweatshirts
- Coveralls if working in Strip & Clean or Maintenance

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- Woolly hat/baseball cap

Engineering, Quality, and R & D (Research & Development)

- 5 polo shirts or 5 blouses/shirts
- 5 T-shirts
- 2 pairs of work trousers
- A choice of 2 sweatshirts or V-Neck jumpers or cardigans
- A fleece jacket (optional)
- Woolly hat/baseball cap

## 7. Customer-facing roles

For those employees in a role that is predominantly customer facing (including Reception staff), the following workwear will be issued:

- Five blouses/shirts/polo shirts/dresses (where available).
- A choice of 2 sweatshirts, V-Neck jumpers, or cardigans
- A fleece jacket (optional)
- A soft-shell jacket is available for commercial customer facing roles and directors only.

You are required to wear dark solid colour trousers or a knee length skirt in Navy blue, black, or grey. Strictly no jeans (of any colour), no denim dresses or skirts, or leggings are permitted.

Long maxiskirts/dresses/palazzo pants are also not permitted as they pose a risk to safety (E.g., trip hazard/trap risk).

When not interfacing with customers and based in the office, the guidance below will apply.

## 8. Office-based staff

Office-based staff may choose to wear workwear if they wish, and in such cases, it will be provided in accordance with the guidelines above.

Should you choose to wear your own clothing, the following will apply:

- You should present a clean and well-groomed image at all times.
- Footwear should be appropriate for the environment and be of a business-like style. Trainers, flip-flops, and open-toe shoes are **NOT** permitted at any time for health and safety reasons.
- Skirts/dresses should be no shorter than knee-length.
- Long maxiskirts/dresses/palazzo pants are also not permitted as they pose a risk to safety (E.g., trip hazard/trap risk).
- **Knee-length, tailored** shorts are permitted in the Summertime; **no other** shorts are acceptable. **Please note that for safety reasons, shorts (of any type) are not permitted in any operational areas.**
- Clothing should not feature offensive imagery or text or be politically motivating. Neither should they display sporting allegiance.
- Tops should cover the midriff and necklines should not display cleavage.
- Strapless, ‘Spaghetti’ straps, ‘racer back’ and halter necklines are not permitted.
- Sheer clothing is not permitted.

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- Jeans (of any colour) are not permitted, neither are denim dresses or skirts.

When wearing your own clothing or when representing the Company at business events, you are expected to wear the Company Brand pin (being source at date of issue of this policy), or branded Company workwear if you prefer, which will be provided to you in line with any Company standard issue for the role you carry out.

## 9. Contractors

Contractors are expected to present in a professional and business-like manner and comply with our dress requirements for Health and Safety. Those responsible for managing contractors are expected to ensure that those contractors within their sphere of responsibility are aware of the requirements of this policy.

## 10. Jewellery

Jewellery should be discreet and in line with health and safety guidelines.

When working in Production, Assembly, or Test environments, watches must be covered with a watch wrist band. Rings should also be covered. For other facial jewellery, small sleepers or studs are generally acceptable. However, you should remove or cover jewellery items if requested to do so by Health & Safety or a Senior Manager.

## 11. Equality and Diversity

Should any employee believe that this policy conflicts with the dress requirements of their religion, they should raise the issue with their Line Manager. The line manager will seek advice from Human Resources and the Health and Safety Manager who will advise on any possible reasonable adjustments that may be made to accommodate the dress requirements of the worker’s religion or belief. Any request will be fairly considered together with the requirements of the business and obligation to comply with Health and Safety legislation, which will take priority.

## 12. Compliance

Failures to comply with this policy, including the wearing of appropriate PPE (for example, safety boots, safety glasses, protective hearing aids, high-vis vests etc.) will be subject to investigation and may lead to disciplinary action being taken in accordance with our disciplinary procedure. Proven allegations may be subject to disciplinary sanction up to and including summary dismissal.

**Please be aware that should an individual attend for work dressed in what is deemed to be inappropriate clothing under provision of this policy, the Company reserve the right to send the individual home to change and make a deduction from salary in respect of time spent absent from the workplace**

### Document History

Rev	Section	Revision Detail	Author	Approver	Issue Date
1	All	New	T Pugh	B Barr	9 July 2024

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